

Response and Notice of Hearing

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Answer/Response...**
- STEP 3.** Click on **Reference an Existing motion/application.**
- STEP 4.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
 - ☐ Click **Next**.
- STEP 5.** Confirm the debtor(s) name and case number are correct.
- ☐ Select **Response and Notice of Hearing** from the event list.
 - ☐ Click **Next**.
- STEP 6.** The **Party Selection** screen displays.
- ☐ Select the party filer.
 - ☐ Click **Next**.
- STEP 7.** Select the appropriate event(s) to which your event relates.
- ☐ Click **Next**.
- STEP 8.** A hearing information screen displays.
- ☐ Read the instructions regarding hearing date, time and location.
 - ☐ Enter hearing date, time and location information.
 - ☐ Click **Browse** to select the appropriate PDF to attach.
 - ☐ Click **Next**.
- STEP 9.** A case verification screen displays.
- ☐ Click **Next**.
- STEP 10.** The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.
- ☐ Click **Next**.

STEP 11. The **Notice of Electronic Filing** screen displays.